About the Timesheet Exception Report
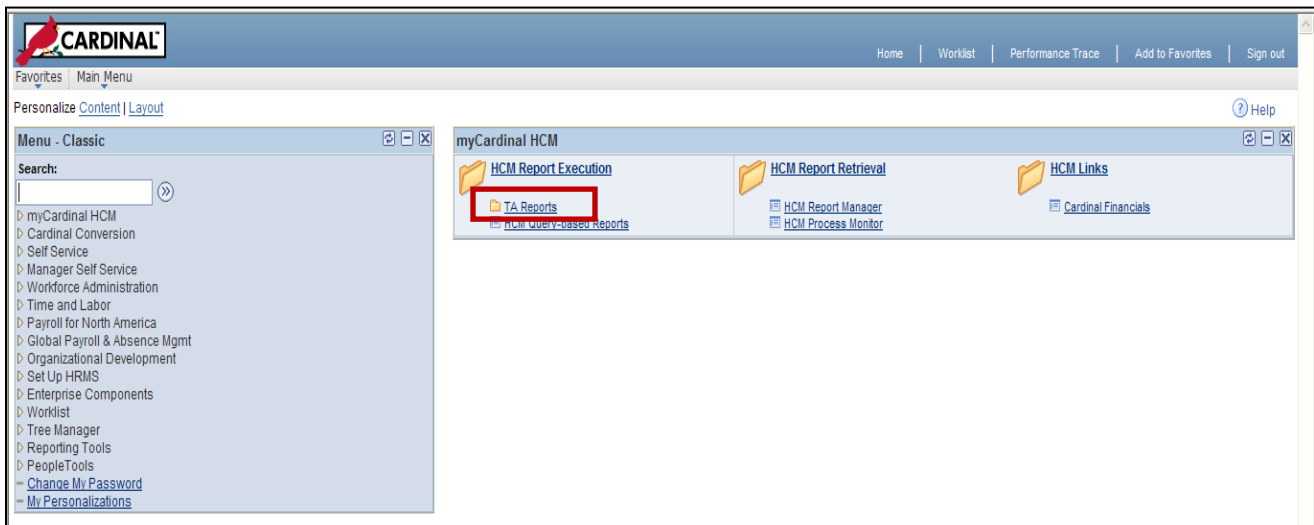
The Timesheet Exception Report in Cardinal contains two sections. The first provides a review of overtime hours for both salaried and hourly employees. The second provides a deviation from scheduled hours based on a summary of reported and payable time.
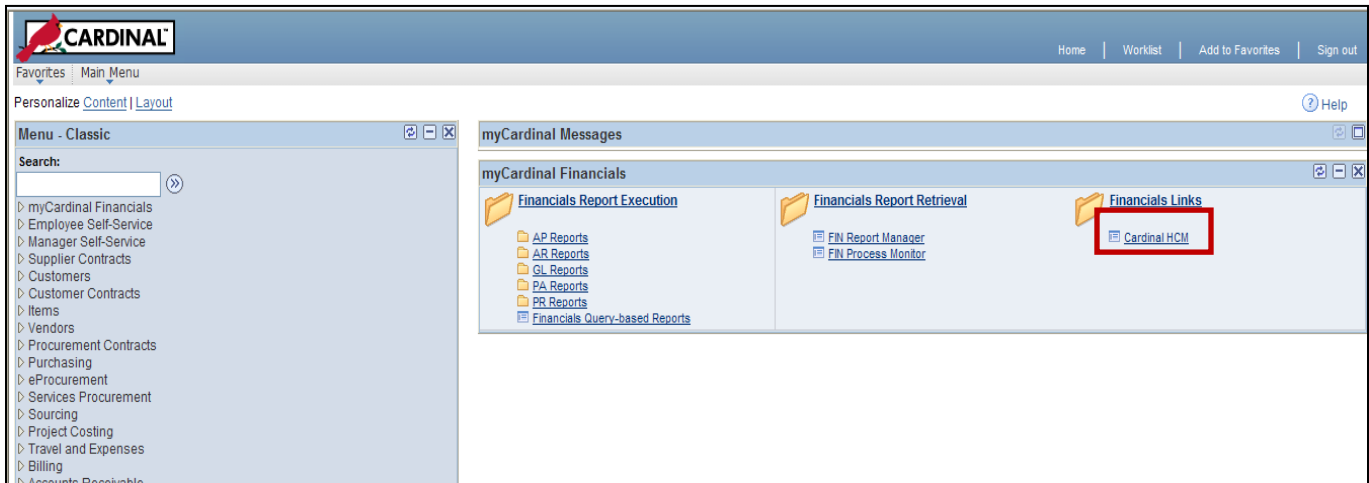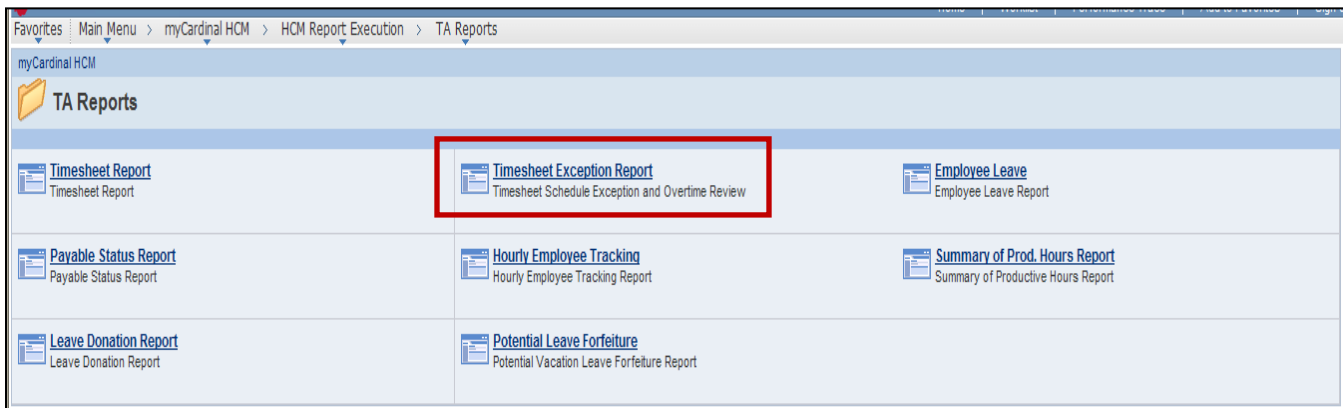

1 Access the following path:

Cardinal Financials > Cardinal HCM

2 Click the TA Reports link from the Main Menu page or use the following path:

Main Menu > myCardinal HCM > HCM Report Execution > TA Reports
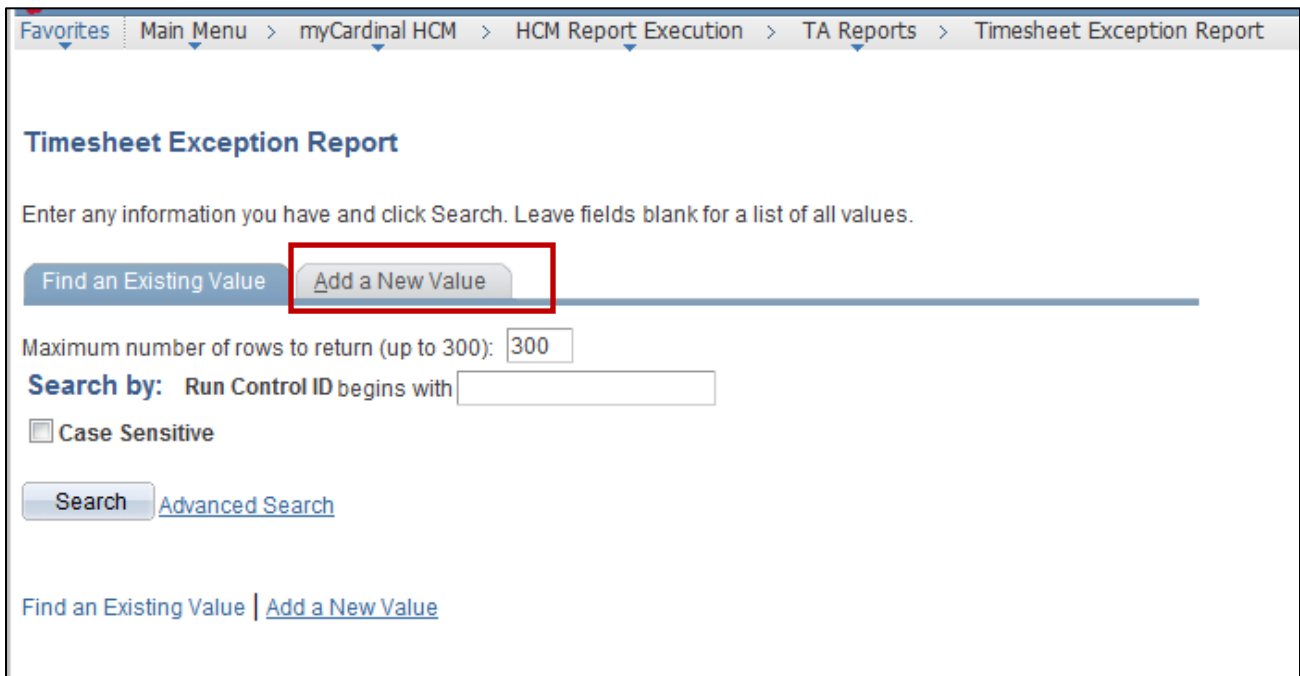
3 Click the **Timesheet Exception Report** link.

4 Click the **Add a New Value** tab.

5 Create a **Run Control ID** and click the **Add** button.

> **NOTE:** The system will not allow you to delete a **Run Control ID** once it is created. You can use the same **Run Control ID** whenever you want to run the Timesheet Report. Simply change any parameters you need to change before running the report again.

6 Once you enter and save a **Run Control ID**. For future used, you can use the **Find an Existing Value** tab, click the **Search** button and select the **Run Control ID**.

7   In the **SetID** field, enter or select **50100.**

8   In the **Business Unit** field, enter or select 50100.

9   In the **Select Pay Period End Date or From/To Date** section, enter only one or the other. In this example, it is **Pay Period End Date**.

10   In the **Report Parameters** section enter your employee ID in the **Empl ID** field. When you enter your **Empl ID**, the **Employee Type** section is greyed out.

11   Click the **Save** button.

   Remember: The system does not allow you to delete a **Run Control ID** once it is created. You can use the same **Run Control ID** whenever you want to run the Timesheet Exception Report. Simply change any parameters you need to change before running the report again.

12   Click the **Run** button.

13 If the **Server Name** field is enabled, select **PSUNX1**. If the **Server Name** field greyed out, no entry is required.

14 Click the **OK** button. This will return you to the Main Run Control page.

15 Click the **Process Monitor** link. This allows you to view the run progress of the report.

Favorites | Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Exception Report

Process List

View Process Request For

User ID: PPS_ANGELA. 🔍 Type: [_____▼] Last [_____▼] [____1] Days [____▼] [**Refresh**]

Server: [_____▼] Name: [_____] 🔍 Instance: [_____] to [_____]

Run Status: [_____▼] Distribution Status: [_____▼] ☑ Save On Refresh

Process List   Customize | Find | View All | 🔼 | 🔢   First ◀ **1 of 1** ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	241767		SQR Report	VTAR0026	PPS_ANGELA.GRAY	11/28/2012 11:59:01AM EST	Success	Posted	Details

Go back to Timesheet Exception Report

💾 Save   📧 Notify

16 Click the **Refresh** button (you can do this several times) to refresh the status of the report.

17 When the Run Status = **Success** and the Distribution Status = **Posted**, click the **Details** link.

18 Click the **View Log/Trace** link.

Favorites | Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Exception Report

View Log/Trace

Report

Report ID:	90772	Process Instance: 241897	Message Log
Name:	VTAR0024	Process Type: SQR Report	
Run Status:	Success		

VTAR0024

Distribution Details

Distribution Node: hrprd   Expiration Date: 12/28/2012

File List

Name	File Size (bytes)	Datetime Created
SQR_VTAR0024_241897.log	1,821	11/28/2012 2:21:00.955125PM EST
vtar0024_241897.PDF	8,031	11/28/2012 2:21:00.955125PM EST
vtar0024_241897.out	0	11/28/2012 2:21:00.955125PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	PPS_ANGELA.GRAY

Return

19 Click **vtar0026_XXXXX.pdf** to view the report generated. The XXXXX denotes the process instance generated at run time.

20 The report opens as a PDF file.

Commonwealth of Virginia
TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW
Overtime Review

Report ID: RTA024
Run Date: 12/10/2012
Run Time: 11:47 00

Page No. 1 of 2

Setid: 50100
Business Unit: 50100
Pay Period End Date: 11/09/2012
Emplid: 00222260700 :   Roadcrew, Tom
Empl Type: S
All employees
Submitted Time

Date	Department	Description	Emplid	Name	Reports To Position	Name	TRC	TRC Description	Hours
10/29/2012	10015	Fiscal	00222260700	Roadcrew, Tom	01810	Supervisor, Joe	CPE	Compensatory Leave Earne	8.00
Subtotal									8.00
Total									8.00

21 Part 1 of the Timesheet Exception Report – **Overtime Review** section.

Commonwealth of Virginia
TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW
Deviation from Scheduled Hours

Report ID: RTA024
Run Date: 12/10/2012
Run Time: 11:47 00

Setid: 50100
Business Unit: 50100
Pay Period End Date: 11/09/2012
Emplid: 00222260700 :   Roadcrew, Tom
Empl Type: S
All employees
Submitted Time   Page No. 2 of 2

Department	Description	Emplid	Name	Reports to Position	Name	Total Reg Prod & Non-Prod Reported Hours	Scheduled Hours	Variance	Prod OT Hours	Total Hours Reported
10015	Fiscal	00222260700	Roadcrew, Tom	01810	Supervisor, Joe	88.00	96.00	8.00	8.00	96.00
Total for 10015						88.00	96.00	8.00	8.00	96.00

22 Part 2 of the Timesheet Exception Report – **Deviation from Scheduled Hours** section.